

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Account Clerk II GR: E FLSA: NE DATE: 06/01/2007

DEPARTMENT: Finance DIVISION: City Clerk

REPORTS TO: City Clerk APPROVED: _____ JOB CODE: 1032

GENERAL DESCRIPTION:

Under general supervision, performs journeyman-level work in billing procedures and financial, record keeping together with the performance of related office functions. Work varies, exercising moderate individual judgement within prescribed standards and procedures allowing for some leeway for discretion and independent action.

TYPICAL DUTIES:

Answers phone; responds to inquiries by providing information; performs maintenance of a set of accounts, including journals, general and other subsidiary ledger accounts; prepares and enters data to computers; prepares accounts payable; maintains accurate records relating to Gypsum Hill Cemetery; issues various licenses and permits; takes trial balances and prepares balance sheets and other financial statements; maintains cost accounts and prepares closing entries; verifies, analyzes and reconciles accounts; operates and maintains both general and specialized accounts receivable systems, prepares and submits manual and electronic insurance claims, processes invoices for payment; reconciles bank statements; audits and prepares sales or other tax reports; prepares monthly and annual reports; adjusts, closes and balances accounts; maintains associated files; answers phone and gives information to customers and the public; assists auditors as required; accounts for funds received; maintains good relations with City vendors; performs overtime as required; and performs related functions and other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

None

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to graduation from high school with courses in bookkeeping, business, computers and other clerical related functions and two years of experience in bookkeeping and clerical work. Prior insurance experience and familiarity with Medicare requirements helpful.

RESIDENCY REQUIREMENTS:

None

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Maintain and exhibit discretion and integrity at all times when handling confidential information. (Daily)

Use computer to manage information. (Daily)

Prepare, organize and file records, reports and other documents. (Daily)

Properly account for materials, supplies and funds. (Daily)

ESSENTIAL JOB FUNCTIONS CONTINUED:

Post to and maintain accurate accounting records on a timely basis in accordance with established procedures. (Daily)

Perform basic bookkeeping procedures. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand

Walking: Minimal amount required

Stooping/Bending: Frequently

Stand/Sit: Sit about 75 percent of the time

Reaching: Occasional, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Frequently perceive nature of sounds by ear

Speech: Frequently express ideas by means of spoken words

Eye/Hand/Foot Coordination: Occasionally operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside

Cold/Heat: Controlled

Wet/Dry: Controlled

Noise/Vibrations: Office equipment

Hazards: None

Fumes/Dust/Odors: Minimal exposure

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically-written material.

Ability to listen and apply information and instructions.

Ability to organize files and effectively retrieve data.

Ability to comprehend and apply computer software principles.

Ability to understand and apply mathematical concepts accurately.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Computer, telephone, calculator, typewriter, copy machine, burster and inserting machines.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.